

LAS VEGAS METROPOLITAN POLICE DEPARTMENT
TRAVEL/TRAINING REQUEST

☒ Seminar/Conference ☐ Investigative ☐ Other ☐ Reimbursable

ATTACH A COMPLETED REGISTRATION FORM FOR EACH ATTENDEE

FROM: Unit Name Office of Human Resources		Phone # 702-828-1672	Budget # 5000161	Date Submitted 01/25/2016
Full Legal Name(s) of Traveler(s) Christopher Carl Jones	DOB [REDACTED] 1968	Gender Male	P#(s) 4531	Cell/Pager #(s) [REDACTED]
Reason for Travel/Name of Conference ADL Western States Counterterrorism Seminar - Israel		Dates of Travel/Training 03/06/2016 - 03/15/2016		
Travel Destination (City/State) LAX - Los Angeles, CA - Tel Aviv, Israel				

Hotel Preference N/A	Hotel Phone # N/A	Number of Rooms Requested 0 <input type="checkbox"/> Smoking <input type="checkbox"/> Non-Smoking
Date & Approximate Time of Departure from Las Vegas 03/06/2016 8:35 AM		Date & Approximate Time of Departure from Destination 03/15/2016 10:30 AM
Rental Car Requested <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	Driving Department Car? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	If Reimbursable, By Whom? Airline Seat Preference <input checked="" type="checkbox"/> Aisle <input type="checkbox"/> Window

COST ESTIMATE

	Estimate	Actual	Comments
Airfare/Luggage Fee	\$ 138.96		Booked and paid for from personal account.
Hotel	0.00		Requesting reimbursement.
*Meals	0.00		
Car Rental Fee/Fuel	0.00		
Taxi/Shuttle Fee	0.00		
Parking	0.00		
Seminar/Conference Fee	0.00		
Miscellaneous	0.00		
TOTAL: \$	138.96	0.00	*Note in "Meal Comments" any meals that are included.

Additional Comments

ADL covers entire expense with exception of travel to and from LAX.

APPROVAL SECTION	
Requestor's Signature and P# 4531	Date 1/25/16
Supervisor's Signature and P# 	Date 1-26-16
Bureau/Area Commander's Signature and P#	Date
Division Commander's Signature and P#	Date

FINANCE APPROVAL		
Account 5000161000 - 649510		
By 	Date 2/2/16	FY 16
RISK MANAGEMENT		
<i>Required only if driving Department car out of state</i>		
By	Date	
Travel Arrangements Made By:		Trip Reconciled By:

Chris Jones

From: Christopher Jones [REDACTED]
Sent: Thursday, January 21, 2016 6:54 PM
To: Chris Jones
Subject: Fwd: Flight reservation (RL4RXN) | 06MAR16 | LAS-LAX | Jones/Christopher

----- Forwarded message -----

From: Southwest Airlines <SouthwestAirlines@luv.southwest.com>
Date: Thu, Jan 21, 2016 at 6:46 PM
Subject: Flight reservation (RL4RXN) | 06MAR16 | LAS-LAX | Jones/Christopher
To: [REDACTED]

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Upcoming Trip: 03/06/16 - Los Angeles

[✈ Air Itinerary](#)

AIR Confirmation: RL4RXN

Confirmation Date: 01/21/2016

Passenger(s)	Rapid Rewards #	Ticket #	Expiration	Est. Points Earned
JONES/CHRISTOPHER	[REDACTED]	5262176255694	Jan 20, 2017	618

Rapid Rewards points earned are only estimates. Visit your (MySouthwest, Southwest.com or Rapid Rewards) account for the most accurate totals - including A-List & A-List Preferred bonus points.

Date	Flight	Departure/Arrival
Sun Mar 6	113	Depart LAS VEGAS, NV (LAS) on Southwest Airlines at 08:35 AM Arrive in LOS ANGELES, CA (LAX) at 09:40 AM Travel Time 1 hrs 5 mins Wanna Get Away


Date	Flight	Departure/Arrival
Tue Mar 15	1391	Depart LOS ANGELES, CA (LAX) on Southwest Airlines at 10:30 AM

Save up to 35%
plus earn up to 2,400
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**EarlyBird
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Arrive in LAS VEGAS, NV (LAS) at 11:30 AM
Travel Time 1 hrs 0 mins
Wanna Get Away

- ✓ **Check in for your flight(s):** 24 hours before your trip on Southwest.com or your mobile device to secure your boarding position. You'll be assigned a boarding position based on your check-in time. The earlier you check in within 24 hours of your flight, the earlier you get to board.

 **Bags fly free®:** First and second checked bags. Weight and size limits apply. One small bag and one personal item are permitted as carryon items, free of charge.

- Ⓕ **30 minutes before departure:** We encourage you to arrive in the gate area no later than 30 minutes prior to your flight's scheduled departure as we may begin boarding as early as 30 minutes before your flight.

- Ⓕ **10 minutes before departure:** You must obtain your boarding pass(es) and be in the gate area for boarding at least 10 minutes prior to your flight's scheduled departure time. If not, Southwest may cancel your reserved space and you will not be eligible for denied boarding compensation.

-  **If you do not plan to travel on your flight:** In accordance with Southwest's No Show Policy, you must notify Southwest at least 10 minutes prior to your flight's scheduled departure if you do not plan to travel on the flight. If not, Southwest will cancel your reservation and all funds will be forfeited.

Air Cost: 138.96

Fare Rule(s): 5262176255694: NONREF/NONTRANSFERABLE/STANDBY REQ UPGRADE TO Y.

Valid only on Southwest Airlines. All travel involving funds from this Confirmation Number must be completed by the expiration date. Unused travel funds may only be applied toward the purchase of future travel for the individual named on the ticket. Any changes to this itinerary may result in a fare increase. Failure to cancel reservations for a Wanna Get Away fare segment at least 10 minutes prior to travel will result in the forfeiture of all remaining unused funds.

LAS WN LAX78.03SLNVPNR WN LAS25.00TDNVCNR 103.03 END
ZPLASLAX XT11.20AY9.00XFLAS4.5LAX4.5



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boarding process. ➔



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Cost and Payment Summary

✈ AIR - RL4RXN

Base Fare	\$ 103.03
Excise Taxes	\$ 7.73
Segment Fee	\$ 8.00
Passenger Facility Charge	\$ 9.00
September 11th Security Fee	\$ 11.20
Total Air Cost	\$ 138.96

Payment Information

Payment Type: Visa XXXXXXXXXXXX
Date: Jan 21, 2016
Payment Amount: \$138.96



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¹ All travel involving funds from this Confirmation Number must be completed by the expiration date.

² Security Fee is the government-imposed September 11th Security Fee.

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Dallas, TX 75235

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Las Vegas Metropolitan Police Department
Trip Reconciliation

Date: 2/2/2016

Trip # CSS 277 -16

Funding: 5000161000-649510

Unit Name: Office of Human Resources

Traveler(s):

Jones, Christopher P-4531

Destination:

Los Angeles, CA

Purpose:

ADL Western States Counterterrorism Seminar in Tel Aviv, Israel

Dates of Travel:

03/06/16-03/15/16

Approved Estimated
Amt:

\$138.96

Actual Costs:

\$138.96

Diff:

\$0.00

☒ Trip reconciled

☐ Balance owed LVMPD

*Make check payable to LVMPD and forward to travel office as soon as possible

☐ Balance owed employee

If you are at HQ please come to the Travel Office, Bldg B, 4th Floor
Off Site Locations - A check will be mailed to you.

☐ Missing receipts

*Submit to Travel Office immediately

Reconciled by Tamara Teacher if you have any questions, please call 828-3301 or email T8313T@lvmpd.com

Please AT to TT

☐ Copy to Grants DATE _____

LAS VEGAS METROPOLITAN POLICE DEPARTMENT TRAVEL CASH ADVANCE

Distribution:
TRAVEL ☒ **ACCOUNTING** ☒ **DIRECTOR** ☒

Trip # CSS 277 Funding 5000161000-649510 Date 2/2/2016

Traveler(s) Jones, Christopher

Destination Los Angeles, CA

Purpose ADL Western States Counterterrorism Seminar in Tel Aviv, Israel

Date of Departure 3/6/2016 Date of Return 3/15/2016

Method of transportation _____

Costs to be reimbursed by _____

Credit cards issued:
 M/C _____

ANTICIPATED EXPENSE ADVANCE	
Airfare/Baggage	138.96
**Per Diem	
Ground Transportation	
Parking	
Registration	
POV Mileage	
ATM	
TOTAL	138.96

TRAVEL DOCUMENTS RECEIVED

Abbie Collins
 P# 5822 Date 2/8/16

FOR ACCOUNTING ONLY

CASH ISSUED BY: Debra Eaton Date 2-4-16
 CASH RECEIVED BY: Amara Beach Date 2-4-16

****With the exception of per diem, all unused funds and receipts must be returned to travel and equal the total amount advanced to you.**